

Forms Inventory

Updated: 7/8/2020

Description	Case	Quantity	Total In Stock	Revised Date
Graduation Office:				
Diploma Covers	Herff Jones	Newest order – 27 cases (PO# P150849)	5000	3-10-2020
		Old (EMERGENCY) order – 4 cases/175 (PO# P131520)	700	3-10-2020
Diploma Paper		Graduation Sheets 12 boxes of 400	4,800	7-8-2020
Diploma Mailers		88 Cases of 100 each	8,800	7-8-2020
Graduation Brochures		1 Cases of 7000	7000	7-18-2018
<hr/>				
Transcript Office:				
#10 Envelopes		0 Case of 0 Boxes	0 Boxes of (500)	5-13-2019
#10 Four Color Envelopes		3 Cases of 5 Boxes	18 Boxes of (500)	1-30-2020
Official Transcript Paper		14 Boxes of 2000	28,000	1-30-2020
Poly Bags		1 Boxes of 1000	1000	1-30-2019
Toner for Micro Film/Fiche Printer		Canon File Print 270	0	10-18-2019
<hr/>				
Admissions & Records:				
Information Change Forms		0	0	7-12-2016
Special Student Attendance Forms		3 Boxes of 1300	3900	9-15-2009
Request For Change of Grade		2 Boxes of 1000	2000	1-17-2014
Certificate Application		1 Box of 500	500	9-15-2009
Petition Forms		2 boxes of 1300	2800	9-15-2009
		1 Box of 200		
“Apply-Plan-Pay” Brochure		0	0	3-26-2015